

Office of Grants and Sponsored Programs (OGSP)

PI Portal

The PI portal is a new resource on the Westfield State University web portal where WSU Primary Investigators (PIs) can access links to funding resources, University policies and information commonly needed when applying for grants, and various help files. This channel can be found on the left side of the Faculty tab on the portal.

Sources of Funding

Public: Federal, State, Municipal

Federal

SPIN (http://www.infoed.org/new_spin/spinmain.asp) is a service subscribed to by Westfield State University through InfoEd, Inc. It contains solicitations from both public and private sources. Faculty and staff at Westfield State University who are interested in accessing SPIN may contact the Office of Grants and Sponsored Programs (OGSP) for directions how to register, or may go directly to the GENI-US component of InfoEd to create a profile for themselves. A SPIN "Getting Started" Powerpoint Presentation and A SPIN Users Manual (PDF) can be found on the Employee Resource tab in the WSU Portal in Odyssey under Academic Affairs.

Grants.gov is the primary source for federal funding opportunities. It can be searched by key word, category, agency or CFDA number. CFDA numbers are like Dewey decimal numbers that get assigned to every federal program, and are listed in the CFDA Subject Index. CFDA numbers can be searched using the wild card symbol * (star), e.g. 84*.

The **Federal Business Opportunities** home page (FedBizOpps: <https://www.fbo.gov/>) is another great source for federal grants and contracts.

FBO Daily (<http://www.fbodaily.com/fbo/fbosearch.html>) is a 3rd party site that draws information from FedBizOpps and organizes by subject. The SBIR/STTR Gateway includes the latest solicitations for small businesses, many of whom seek partners in higher education.

State

MARecovery (<http://www.mass.gov/?pageID=stimhomepage&L=1&L0=Home&sid=Fstim>) is the state of Massachusetts website containing both state funding opportunities and federal pass-through funding available through state agencies.

Private: Corporations and Foundations

FoundationSearch (<http://www.foundationsearch.com/index.asp>) is a service subscribed to by Westfield State University. It is a leading source of foundation funding information for non-profits. Please contact the office of Grants and Sponsored Programs for more information. This service is password protected.

The Foundation Center (<http://foundationcenter.org/>) allows you to search their website alphabetically or by keyword to find links to foundations and corporate giving programs. Westfield State University has also subscribed to this service. Please contact the Office of Grants and Sponsored Program for more information. This service is also password protected.

Guidestar (<http://www2.guidestar.org/>) is a free search engine for non-profit financial information.

CFDA Numbers

To be able to search on a grant search service like SPIN, or to look up opportunities on Grants.gov, you will need to know the CFDA number of the type of research you are interested in. The CFDA Subject Index is available on the Grants Office web page.

Submission Procedures

Westfield State University requires a set of standardized documents to be submitted by its faculty and staff who seek external funding. These forms are found on the Employee Resource tab in the WSU Portal in Odyssey under Academic Affairs. Forms to be found on the web portal include:

Required Submission Forms

1. *Proposal Summary Template (Pro Sum Form)*: this is one of the key submission forms required by the University. It contains essential information about the grant proposal, as well as the necessary institutional signatures.
2. *Internal Budget Template for Public Funding*: this is an Excel workbook covering five years of a normal grant cycle. It contains detail allocation of the budget according to the requirements of Financial Accounting Services and is used by the University accountants to input a grant award budget into the Banner financial system.
3. *Internal Budget Template for Private Funding*: this is a similar Excel workbook to the *Internal Budget Template for Public Funding* except that it contains information specific to private funding.
4. *Matching Gift Template*: this is an Excel file that summarizes the University's cost share or match portion of a proposal. It must be signed by the Dean of Faculty and Vice President for Academic Affairs, and should contain the Banner fund and org numbers for Financial Accounting Services to audit the contribution.
5. *Conflict of Interest Form (COI Form)*: this is a required document that must be signed by the primary investigator(s) on a proposal. It must then be counter-signed by the appropriate Department Chair and finally by the Vice President for Academic Affairs.

Administrative Support Forms

1. *Sponsored Programs Survey*: this is a form that helps OGSP capture information about faculty and staff at the University who are interested in pursuing grant funding.
2. *NIH Biosketch Form*: is a resume template that is required by NIH. This template is a convenient format in general and includes data fields that should be replaced by the PIs own vita information.
3. *SPIN Plus Manual and Getting Started Powerpoint*: SPIN is a subscription service to aid in identifying funding opportunities. WSU faculty and staff are encouraged to register and create a profile for themselves in the "GENIUS" component of the service. Once OGSP validates the faculty/staff member's registration, the faculty/staff member can receive daily or weekly emails of funding opportunities specifically relevant to their interests.

Here is a flowchart of the grant proposal process at Westfield State University:

